

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION RESOURCE DEVELOPMENT

VACANCY ANNOUNCEMENT

Mental Health Services Coordinator II

THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY

The Countywide Housing, Employment and Education Resource Development (CHEERD) of the Adult Justice, Housing, Employment and Education Services (AJHEES) Bureau is seeking a qualified mental health professional to fill a vacant Mental Health Services Coordinator II position to provide highly responsible administrative support for the implementation and monitoring of the Mental Health Services Act (MHSA) Innovation (INN) Plan, Integrated Mobile Health Team (IMHT) model. The INN is a new MHSA plan, which was developed to create novel, creative, ingenious practices/approaches/programs within communities in ways that are inclusive and representative, especially of un-served, underserved and inappropriately served individuals.

EXAMPLES OF DUTIES:

- Works with the Contracts Development and Administration Division to execute the Agreements for INN IMHT contract service providers;
- Provides training, consultation and technical assistance to the INN IMHT contract service providers on the State's and County's INN plan guidelines and requirements;
- Develops guidelines for the INN IMHT model;
- Reviews and approves the INN IMHTs' requests to provide ongoing client services;
- Develops a site review and client questionnaire tool;
- Reviews the INN IMHTs' administrative and organizational policies and procedures, quality management program and plan and data collection plan;
- Conducts frequent site reviews, interviews clients and reviews medical charts/records to monitor the INN IMHT service provider's implementation of services and compliance with the Agreement requirements;
- Prepares comprehensive site review documents;
- Discusses all corrective action plan(s) from the site reviews with the INN IMHT providers and provides corrective action plan(s) follow-up required;
- Collaborates closely with the INN contracted evaluator;
- Initiates drafts of reports and letters to DMH management, community stakeholders, the Board of Supervisors and the State Department of Mental Health as needed;
- Reviews the INN IMHTs' requests for training and coordinates trainings to be provided with the Innovation Training Coordinators.

Deleted: Training Division

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in program implementation;
- Experience in contract compliance monitoring;
- Outstanding oral and written communication skills;
- Strong interpersonal skills;
- Outstanding attention to details;
- Strong organizational skills and ability to prioritize;
- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff;
- Flexibility and willingness to alter planned work flow to accommodate the Division's needs;
- Proficiency in using Microsoft Word, Excel, and Power Point.

Interested individuals currently holding the title of the Mental Health Services Coordinator II are encouraged to email or fax their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

Deleted: position and individuals who are on a current Mental Health Services Coordinator II certification list

Countywide Housing, Employment and Education Resource Development

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AN EQUAL OPPORTUNITY EMPLOYER